



## Office for Victims of Crime Training and Technical Assistance Center

*The mission of OVC's Training and Technical Assistance Center is to increase our nation's capacity to provide skilled, capable, victim-sensitive assistance to crime victims by making available comprehensive, quality technical assistance and training resources to victim service providers and allied professionals.*

### **Application Process**

The purpose of the Training and Technical Assistance Center is to serve as a centralized point of access for information about OVC's training and technical assistance resources to Federal, State, Tribal, and local agencies and special emphasis organizations involved in providing services to crime victims. This initiative is designed to assist agencies in addressing both administrative and programmatic issues through funding and the provision of subject matter expertise.

To be considered for support, the TTAC Application must comply with the following requirements:

- # Eligible applicants include public agencies; private nonprofit organizations; and victim service, criminal justice, and allied professionals (i.e. mental health, medical, clergy, etc.).
- # Consideration of the following selection criteria:
  - Clarity of the request and description of the problem;
  - Focus on raising public awareness and educating about crime victim issues;
  - Potential impact of the training (i.e. systemic change, policy and procedure development, etc.);
  - Organizational capacity to implement learning and sustain change;
  - Need for Federal support for training;
  - Commitment of resources from other sources;

Special consideration is given to requests where the assistance will have statewide or regional impact, or build interagency or multidisciplinary capacity to deliver services.

- # The application process is open, however it is recommended applications be submitted a minimum of 60 days (two months) prior to the scheduled event or training for which support is requested to allow time for the review process and planning.
- # Submit a completed Cover Page (see attached). The application must request only **one** area of assistance: Training, Technical Assistance, or Speakers Bureau.
- # Application Narrative should not exceed six pages (it is not necessary to submit a full six pages if the application can be sufficiently addressed in fewer pages).
- # Application is typewritten on 8-½ by 11-inch paper, single-sided, double spaced, in standard 12-point font.

Upon receipt, a confirmation that your application was received will be mailed to you. The application will be reviewed, you will be contacted by a TTAC Coordinator to further discuss your needs, and you will be subsequently informed of the approval or denial of your request for support within 4 weeks, unless notified otherwise.

Please feel free to contact TTAC staff with any questions about the Application Process. We can be reached by telephone: 1-800-627-6872 or by e-mail: [TTAC@ovcttac.org](mailto:TTAC@ovcttac.org). You can access more information by visiting the OVC Web Site at <http://www.ojp.usdoj.gov/ovc/>.

**Mail or fax your Application to:**  
**Office for Victims of Crime**  
**Training and Technical Assistance Center**  
**2277 Research Boulevard**  
**Rockville, Maryland 20850**  
**(301) 519-5533 Fax**